

# Episcopal Diocese of Eastern Oregon Preliminary Audit Report

For the Year Ended December 31, 2011

Church Name \_\_\_\_\_ Location \_\_\_\_\_

The Canons of the National Church provide (Title 1, Canons 7.1(f) and (g): "All accounts of Parishes, Missions or other institutions shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit committee as shall be authorized by the Finance Committee, Department of Finance, or other appropriate diocesan authority . . . All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken . . . shall be filed with the Bishop . . . not later than 30 days following the date of such report and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar years."

Our Parish proposes to satisfy the audit requirement for the year ended December 31, 2011 by:

1. Engaging an outside Certified Public Accountant or independent Public Accountant \_\_\_\_\_  
Name of Accounting Firm or Auditor: \_\_\_\_\_  
Address of Firm or Auditor: \_\_\_\_\_  
Phone of Firm or Auditor and contact: \_\_\_\_\_
2. Appointing an audit committee from within the Parish \_\_\_\_\_  
Name of Chairperson of the Committee: \_\_\_\_\_  
Phone of Chairperson: \_\_\_\_\_ e-mail address \_\_\_\_\_  
Other Committee Members: \_\_\_\_\_ e-mail address \_\_\_\_\_  
\_\_\_\_\_ e-mail address \_\_\_\_\_
3. Other: \_\_\_\_\_

Enclosed are the following reports for the previous year:

Balance Sheet

Income Statement (comparative to budget)

Treasurer's or other Annual Financial Report to the Parish

We did complete an audit for 2010 and submitted it to the Diocese: Yes \_\_\_\_\_ No \_\_\_\_\_

We have a total of \_\_\_\_\_ employees, part time and full time, including clergy.

We utilize a payroll service Yes \_\_\_\_\_ or No \_\_\_\_\_. If yes, name the service: \_\_\_\_\_

Signed by:

Clergy in charge: \_\_\_\_\_ Sr. Warden \_\_\_\_\_